FIRST LEGO League Challenge Season Standards Manual
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2. Overview - What is Involved?

*FIRST* LEGO League is an introduction of hands-on, STEM learning with three divisions designed to inspire formative STEM concepts with young children through fun challenges and competitions using LEGO educational materials. Children experiment and grow their critical thinking, coding, and design skills as they build models and robots to solve a themed challenge.

This manual describes Central Valley Robotics' implementation of the *FIRST* LEGO League Challenge division in Central California. A *FIRST* LEGO League Challenge team needs a room to practice, coaches to help guide the team, and students to learn and have fun!

### Team Organization and Finances

Teams are typically run in conjunction with a school or other after school organization, however teams do not need to be associated with a school to participate.

First year teams should expect about $1000 in costs (annual + one time costs), which include the EV3 MINDSTORMS kit (Any version can be used if already purchased). Returning teams only need to worry about $500 in annual costs (registration fees, materials, event fees, etc).

### Time Commitment

The *FIRST* LEGO League Challenge Season in Central California starts with the Challenge Release on August 1st, and wraps up with the Central California Championship in mid-December. Teams typically start meeting August, and they continue to meet until they attend a Qualifier starting in November. If teams are selected to move on, they will keep on meeting until the championship in December. We also encourage teams to host a celebration after their final event to wrap up the season!

### Support (Trainings and Seminars)

*FIRST* and Central Valley Robotics provide trainings and seminars to get teams started. Additionally, there is a plethora of information on the internet provided by teams and other partners. Be sure to check out the Trainings and Seminars page.
3. The Season Standards Manual

The remaining sections are dedicated to guiding a team through the various activities to ensure successful participation in FIRST LEGO League Challenge. The sections are intended to be read in order and are split between pre-event preparation, and event day activities.

This manual combines multiple documents from FIRST with local information to our region. We have designed this manual to be a one-stop-shop for all teams in the area. Teams do not need to worry about reading FIRST documentation (Event Guide, Coaches Handbook, etc), unless otherwise noted in the manual.

Access CVR's new Q&A Portal for all questions!
Help other coaches by subscribing to topics and answering questions.

View Questions and Answers!
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4. COVID-19 Foreword

2020 has proven to be a crazy and unprecedented year for our communities. FIRST and Central Valley Robotics hope that all of our teams and volunteers have been healthy and safe. FIRST has been hard at work developing options for teams to participate in FIRST LEGO League given the varying conditions around the globe.

As we look to what FIRST LEGO League looks like in our area for the 2020-2021 season, Central Valley Robotics is prioritizing keeping our teams and volunteers safe while ensuring we can support a FIRST LEGO League program in our area with our limited resources. To that end, Central Valley Robotics is making the following changes to the 2020-21 season:

- Teams are expected to follow local guidance (County and City Health Departments, any School District rule, etc) regarding meeting as a team. CVR is investigating remote team meeting options and will update this page of the Season Standards Manual with any recommendations.
- We are moving all programs and events to remote events. For FIRST LEGO League Challenge, we are also moving to one single event for the entire region.
- Our season is extending to allow teams more time to work around local guidance to meet. Our normal December Championship and Festival will be moving to the first quarter of 2021. The exact date and times are still TBD.
5. Getting Started - Participation Rules and Core Values

Welcome to FIRST LEGO League! In FIRST LEGO League, teams are student driven and we teach students to work together on teams to solve problems. The true success of the program comes from the process: teaching students to solve problems through Gracious Professionalism and Coopertition. Other teams are not the enemy, but partners in a journey of success.

This remainder of this section describes the ethos behind FIRST LEGO League and the governing participation rules for the program.

Participation Rules

Below are the official participation rules as described by FIRST, edited where appropriate to match our implementation in Central California.

General

Teams, coaches and other supporters must demonstrate the Core Values in their actions and activities. Throughout the season, teams need access to the following materials:

- A LEGO® Education SPIKE Prime or LEGO® MINDSTORMS® Robot Set
- Computer or tablet with software to program the robot. (Laptop is recommended.) LEGO Education software can be downloaded from LEGOEducation.com/downloads.

Throughout the season, teams need access to the following season-specific materials:

- Challenge Set
- The season Engineering Notebook and Team Meeting Guide

The following are also needed and are available on Challenge Materials and Resources or Building the Table and Mission Models:

- Mission Model Build Instructions
- Missions, Robot Game Rulebook, Field Setup
- Challenge and Challenge Guide

Competition Rules

Teams can participate either through Class Pack, when the sessions will be delivered during curriculum time and the tournament will be held at school; or by registering as a separate team and competing at a qualifying event. Class Pack teams can advance to qualifying events but must register specifically to do so. These additional rules apply to teams competing in qualifying events:
• A competitive team consists of a minimum of two (2) and a maximum of ten (10) children. Proper adult supervision is required as described in the FIRST Youth Protection Policy.
• A team must be registered and fully paid in their national registration system to sign up for official events. Additional event fees may apply.
• Team members are between the minimum and maximum age allowed in their region. Central Valley Robotics can approve members outside the limit on a case by case basis.
• All work presented at an official event is the work of the children on the team.
• All team members attending an event are required to participate in the judging session, and be present as a team at the Robot Game matches.

### Age Restriction Details
Central Valley Robotics considers students within age for the program if they fall between the limits below. No additional approval is required.

- Upper Age Limit: The student is age 14 or younger as of January 1 of the challenge year. For example, for the 2019 season, the student would need to be age 14 or younger as of January 1, 2019.
- Lower Age Limit: The student turns age 9 during the season.

The FIRST Youth Registration system enforces the age range 9-14 when the members are added to that roster. In order to add members that fit our age ranges above, coaches will need to use the alternate method described on the Managing Your Team Roster and Uploading Forms.

### Awards / Advancement
A competitive team must meet these additional criteria to be eligible for awards and/or advancement at an official event:

- Teams are at their first official event of each tournament level for the season. For example, teams are only eligible for awards at the first qualifier they compete in each season.
- Team members’ work must conform to the parameters and rules outlined in the Challenge overview, Engineering Notebook and Robot Game Rulebook.

More details about Central Valley Robotics’ process can be found in Awards and Advancement.

### Consequences
FIRST® gives authority to volunteers staffing FIRST LEGO League Challenge official events to interpret and implement the Participation Rules, guided by global FIRST LEGO League Challenge training materials.

- Teams, coaches and supporters at official events are expected to demonstrate the Core Values.
  - Individuals interfering with, excessively instructing, prompting or heckling a team or volunteer may be asked to leave.
  - Severe infractions of these rules may result in a team’s dismissal from the event. FIRST LEGO League Challenge official event volunteers are provided training to identify and respond to these situations (See FIRST Youth Protection Policy).
- Individuals and/or teams who fail to abide by the Participation Rules may be ineligible for awards at a tournament.

More details about Central Valley Robotics’ process can be found in Appendix 1 - Core Values Concerns and the Disqualification Investigative Process.
**FIRST Values**

**Gracious Professionalism®**

Dr. Woodie Flowers, FIRST Distinguished Advisor and Pappalardo Professor Emeritus of Mechanical Engineering, Massachusetts Institute of Technology, coined the term "Gracious Professionalism ®."

Gracious Professionalism is part of the ethos of FIRST. It’s a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended.

In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

**Coopertition®**

Coopertition ® produces innovation. At FIRST, Coopertition is displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete.

Coopertition involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. Coopertition means competing always, but assisting and enabling others when you can.

**FIRST Core Values**

We express the FIRST® philosophies of Gracious Professionalism® and Coopertition® through our Core Values:

- **Discovery**: We explore new skills and ideas.
- **Innovation**: We use creativity and persistence to solve problems.
- **Impact**: We apply what we learn to improve our world.
- **Inclusion**: We respect each other and embrace our differences.
- **Teamwork**: We are stronger when we work together.
- **Fun**: We enjoy and celebrate what we do!
Getting Started Season Checklist

Pre-Season Preparation

- **Register** your team with FIRST LEGO League (details in this section: Starting the Season - Registering with FIRST).
- Pay your registration fee and **order** the materials you need.
- Provide a valid email address when you register, and **check** that **inbox** often throughout the season for information from FIRST LEGO League and Central Valley Robotics.
- **Review** the FIRST Core Values (above).
- **Decide** how team members will be identified or selected.
- **Identify** at least 1 computer your team may use (must have internet access).
- **Install** robot programming software on the computer(s) your team will use.
- **Build** your Robot Game table (or just the borders).
- **Begin reading** the rest of the Season Standards Manual to learn about our local event structure and processes.

Begin Meeting with Your Team

- **Check** your email!
- **Create** a meeting schedule
- **Review** the FIRST Core Values with parents and team members (and keep discussing them at each meeting!).
- **Set up** a practice competition area and storage for equipment between meetings.
- Have team members **begin researching** this year’s Challenge theme to get a head start on the Project.

After Challenge Release (August 4)

- **Check** your email regularly for communication from FIRST LEGO League and Central Valley Robotics.
- **Download** the Challenge from Challenge Materials and Resources and review it as a team.
- **Download** the Mission Model building instructions at Challenge Materials and Resources and build the Mission Models from your Challenge Set.
- Have team members begin **designing**, **building**, and **programming** your team’s robot.
- Have team members begin **brainstorming** ideas for innovative solutions.
- **Submit** paperwork to Central Valley Robotics (details in this section: Managing Your Team Roster and Uploading Forms)
- **Register** for an official event. (Details here: Tournament Registration Policies)
- **Review** the rubrics that will be used to judge your team at tournaments. Discuss them with your team.
- **Assign** a team member to check the Challenge Updates and Judging FAQ frequently for any new information. (www.firstlegoleague.org) and Challenge Materials and Resources.
- **Practice**, **practice**, **practice**!
- **Prepare** any documents required by your tournament organizers.
- Make a plan to **celebrate** at the end of your season.
Optional Tasks

☐ Complete several team-building activities with your team.
☐ Have your team build a practice robot and try some of the programming tutorials with your LEGO Education set. (www.legoeducation.com/downloads)
☐ Attend an unofficial event or practice scrimmage (if available).
6. Important Contact Information

This page lists important contact information for Central Valley Robotics, *FIRST* LEGO League, and LEGO Education

Central Valley Robotics

Asking Questions

CVR has a new portal where coaches can ask questions and get answers about anything CVR. Use your MyCVR Account to login to this website. Check out the new Question and Answer portal here.

[? Question and Answer Portal]

Contact Information

Phone: 559-325-4461 (Voicemail Only)
Email (preferred): contact@cvrobotics.org

Please use the above contact information for any questions (don't hesitate to ask!). Some examples include:

- Robot Game Questions or local rulings to Rules
- Project Questions (topic appropriate, setup at events, etc)
- Judging Questions (event specifics, clarification of process, etc)

*FIRST* and LEGO

Team Registration Payments

*FIRST® FINANCE*

Phone: 1-800-871-8326
Fax: (603) 206-2079
Email: ar@firstinspires.org
Mail Checks & Purchase Orders to:

*FIRST*
Attn: Finance
200 Bedford Street Manchester, NH 03101 USA
FIRST Team Support

General Questions and Information

Phone: 1-800-871-8326
Email: firstlegoleague@firstinspires.org
Websites: www.firstlegoleague.org
www.firstinspires.org/fll (Live Chat Support Available)

LEGO® Education Product

LEGO EDUCATION (U.S. TEAMS ONLY)

Phone: 1-800-362-4308
Fax: 1-888-534-6784
Email: orders@legoeducation.us
Mail Purchase Orders to:

LEGO Education
501 Boylston St Suite 4103
Boston, MA 02116 USA

Mail Checks (ONLY) to:

LEGO Education
13569 Collections Center Drive
Chicago, IL 60693 USA

Replacement LEGO Parts

Web: http://service.lego.com
Phone: 1-800-422-5346

Questions on LEGO® MINDSTORMS®

Support: https://www.lego.com/en-us/mindstorms/support
7. Starting the Season - Registering with FIRST

*FIRST* oversees the national registration process for all teams in the United States. Once you have completed the national registration components, you will be invited to sign up in the local registration software, MyCVR.

As part of national registration, teams will pay the registration fee and order the Challenge Kit. The Challenge Kit is comprised of the mat and LEGO elements that form the competition field. Teams may order an EV3 MINDSTORMS Kit or SPIKE Prime Kit from LEGO if needed. (Full details on valid pieces and parts can be found in the Robot Game rules.)

The Main Roles

Each team has two coach roles that must be filled, and an optional Team Admin role. The Team Admin role allows a school or organization to have one contact on all teams to manage payment information and coaches. The purchaser does not need to be screened.

Each team must have two adult coaches that pass a free background check (through a third party vendor). The background check is required every three years, so returning teams may not need to worry about the background check each year. A team must have two screened coaches before Central Valley Robotics will let a team register for an event.

Coaches can complete the screening process in parallel to the steps below; however, screening must be complete to be in compliance with CVR’s registration policies.

The Registration Process

- Head to the *FIRST* Dashboard at https://my.firstinspires.org/Dashboard/
- Create an account, or login to an existing account. The email address is important, you will want to use the same email address in the national system, and our local system MyCVR.
- Teams should reuse any existing team numbers if possible. In MyCVR, coaches and contacts will be able to see all team results and rubrics for the history of teams.
  - Follow the steps under an existing team to renew it for the existing season, and use the Team Contacts page to adjust coaches as needed.
- To create a new team, click the Create New Team button (or click the "I want to..." button on mobile). From there, select *FIRST* LEGO League Challenge, enter your team information and location.
  - Be sure to pick Central California for the region, otherwise you will not show up in our system!
- All teams must pay the national registration fee before they can order any additional products. The national registration fee includes one (1) Challenge Kit per team. Click the Pay For Team(s) button and follow the steps on screen. *FIRST* supports a variety of payment options and you can bulk pay for multiple teams at once.
- Teams must pay the national registration fee, but they do not have to buy the Challenge Kit.
- Once your team has met all *FIRST* payment obligations, you can click the “Payment and Product” link to be taken to the LEGO Education storefront to purchase EV3 or SPIKE Prime units. Separate payments may be required when purchasing from LEGO.
- Finally, MyCVR monitors the national registration database and will send out invites to the main contacts once it sees that your team has paid the national registration fee.
Types of Registrations

FIRST has a couple of registration opens and there are some important considerations for each type:

1. Team Registration: this is the traditional team registration type. Every registration gets a team access to CVR’s qualifiers and other events. A school can have multiple team registrations.
2. Class Pack: this option allows for classrooms to purchase supplies in bulk. The Class Pack option does **not** grant participation in the official CVR event structure. Learn more here.
# 8. Season Dates and Deadlines

Here you can find a list of all key Dates and Deadlines for the 2020-2021 Season. View the full calendar at: [Official Calendar of Events](http://www.cvrobotics.org/)

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early May</td>
<td>• National Registration Opens</td>
</tr>
<tr>
<td>Mid July</td>
<td>• Challenge Kits start shipping</td>
</tr>
<tr>
<td></td>
<td>• Season Information Posted</td>
</tr>
<tr>
<td>August 4</td>
<td>• Global Challenge Release</td>
</tr>
<tr>
<td>TBD</td>
<td>• Training Webinars and Coach Seminars</td>
</tr>
<tr>
<td></td>
<td>• National Registration Closes for Central California (or when we reach region capacity, whichever is earlier).</td>
</tr>
<tr>
<td></td>
<td>• Team paperwork due</td>
</tr>
<tr>
<td>Early 2021</td>
<td>• Payments due for Championship (TBD)</td>
</tr>
<tr>
<td></td>
<td>• Championship MyCVR Judging Profiles due</td>
</tr>
<tr>
<td></td>
<td>• Championship Coach Badges printed</td>
</tr>
<tr>
<td>Early 2021</td>
<td>• (Tentative) Central California Championship</td>
</tr>
</tbody>
</table>
9. Trainings and Seminars

Central Valley Robotics provides many training opportunities and many learning opportunities for new and returning coaches.

**FIRST Provided Trainings**

**FIRST Steps**

While geared for new coaches, this extensive training module will help get you started in coaching for FIRST LEGO League, including step by step meeting modules: [http://info.firstinspires.org/fll-first-steps-request](http://info.firstinspires.org/fll-first-steps-request)

**Diversity & Inclusion Training**

This training helps coaches and volunteers become aware of Diversity and Inclusion best practices: [https://www.firstinspires.org/resource-library/training-equity-diversity-inclusion](https://www.firstinspires.org/resource-library/training-equity-diversity-inclusion)

**Local Area Training Sessions by Central Valley Robotics**

Central Valley Robotics provides training calls for coaches and team members to learn more about various topics and how to use certain tools in our region. We also provide more generic question and answer calls for new and returning coaches.

All training sessions can be found on the full calendar: [Official Calendar of Events](http://www.cvrobotics.org/)

**Topic Training Sessions**

These will be held online through GoToMeeting.

Our Coach Training Sessions are recommended to any coach who is interested in any of the following topics. All sessions will start at 6PM.

Topics and Dates are coming soon!

**Coach Webinars**

Formerly known as the Coach Seminars, these webinars allow CVR to provide updates to coaches and allow coaches to ask any questions about the program, event expectations, and more! These seminars will start in mid September and run every 3-4 weeks until November.

The dates for the Coach Webinars are: (all webinars start at 6PM)

Dates are coming soon!
Recordings and Downloads

All downloads and recordings can be found by clicking the session titles above or visit: Session Recordings and Downloads.

3rd Party Resources

*These resources have not been vetted by CVR but are available for your perusal*

**LCats FIRST LEGO League Team**

The award-winning LCats FIRST LEGO League team invites FIRST LEGO League teams to view their YouTube videos on EV3 programming and design. Through the videos they share their successful EV3 programs such as line following, PID control, turning, and Master program, along with their use of jigs, frame, and side-wheels.

LCats FIRST LEGO League YouTube channel: https://www.youtube.com/channel/UC0MSyyzVGRBa2GY54anW6iw
LCats web site: https://sites.google.com/site/lcatsfll/

The videos:

- Advanced Line Follower: https://www.youtube.com/watch?v=sXQOEZVnDms
- Simple PD Line Follower: https://www.youtube.com/watch?v=zDpZXF88kyc
- Straight Drive: https://www.youtube.com/watch?v=WuSjoWUpAho&t=190s
- Turn-in-Place: https://www.youtube.com/watch?v=NkwPbbBEHwA
- Simple Turn-in-Place: https://www.youtube.com/watch?v=EFqc-vZxu0o
- PID Control: https://www.youtube.com/watch?v=gbMUOGJlnYs
- Acceleration: https://www.youtube.com/watch?v=Otw5vG-CVOE
- Master Program: https://www.youtube.com/watch?v=HWIE04kEuMk
- Jigs, Frame, and Side-wheels: https://www.youtube.com/watch?v=ee-cC6j6ios
- 2018 LCats 220 Point Into Orbit Robot Game: https://www.youtube.com/watch?v=Sjfo0vdEwxw
- 2018 LCats FIRST LEGO League Presentation to Judges: https://www.youtube.com/watch?v=ckncNH7XiPE

**EV3Lessons**

EV3Lessons provides a complete set of LEGO MINDSTORMS programming lessons for teams, teachers, and robotics enthusiasts. The tutorials are clear, to-the-point, and comprehensive, with something for every level of user.


**FLLTutorials**

This website is powered by FRC 8027 who are MINDSTORMS Community Partners, founders of EV3Lessons, and the 2018 World Festival Champion’s award winners.
10. Building the Table and Mission Models

FIRST LEGO League teams will need to build (or acquire) a 4’x8’ custom table for the Robot Game portion of the Challenge.

Building The Field

The Field is where the Robot Game takes place.

- It consists of a Field Mat, on a Table with Border Walls, with Mission Models arranged on top.
- The Field Mat and the LEGO® elements for building the Mission Models are part of your Challenge Set.
- The instructions for building the Mission Models can be found below.
- The instructions for how to build the Table and how to arrange everything on it are below.

Table Construction

The Robot Game takes place on a Table with specific features, so you’ll need to build one to practice on if you don’t already have access to one. With weight, height, simplicity and cost in mind, a simple design is offered here, but as long as your surface is smooth, and your Border Walls are sized and located properly, how you build the understructure is up to you. The construction is simple, but does require some wood-working skill.

At a tournament, two Tables are placed back to back, but you only operate on one Table, so you only need to build one Table to practice on.

Dummy Wall

Most Robot Games have a “shared” Mission, whose Mission Model(s) rest partly on your Table, and partly on the other team’s Table, which is connected to your Table’s north side. You don’t need to build a second table, but you do need to build the necessary part of the other team’s Table, so the shared Mission Model(s) can be positioned correctly. Here are the instructions for building one Practice Table, including a Dummy Wall:

![Diagram of Table with Dummy Wall and Border Wall]

Materials

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenge Set (Mission Model LEGO elements, Mat, Dual Lock™)</td>
<td>1</td>
</tr>
<tr>
<td>Sanded plywood (or other very smooth board) 96” X 48” X at least 3/8” (2438mm X 1219mm X 10mm)</td>
<td>1</td>
</tr>
</tbody>
</table>
Material | Quantity
---|---
Two-by-three*, 8' (2438mm) [actual cross-section = 1-1/2” X 2-1/2” (38mm X 64mm)] | 6
Flat black paint | 1 pt. (1/2 L)
Coarse drywall screws, 2-1/2” (64mm) | 1/2 lb. (1/4 kg)
Saw horses, about 24” (610mm) high and 36” (914mm) wide | 2

*NOTE: Tables with “two-by-four” walls are legal and common, but we’re slowly phasing them out at tournaments. You may make your Practice Tables with two-by-four walls, but **you must be prepared to play on Tables whose walls could range in height anywhere between 2-1/2” (64mm) and 3-15/16” (100mm), as shown in the diagram below.**

### Parts

<table>
<thead>
<tr>
<th>Part</th>
<th>Make From</th>
<th>Dimensions</th>
<th>Paint</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table surface (A)</td>
<td>plywood</td>
<td>96” (2438mm) X 48” (1219mm)</td>
<td>no</td>
<td>1</td>
</tr>
<tr>
<td>Long Border Wall (B)</td>
<td>two-by-three</td>
<td>96” (2438mm)</td>
<td>yes</td>
<td>3</td>
</tr>
<tr>
<td>Short Border Wall (C)</td>
<td>two-by-three</td>
<td>45” (1143mm)</td>
<td>yes</td>
<td>2</td>
</tr>
<tr>
<td>Stiffener* (D)</td>
<td>two-by-three</td>
<td>48” (1219mm)</td>
<td>no</td>
<td>4</td>
</tr>
<tr>
<td>Saw horse</td>
<td>purchase</td>
<td>H » 24” (610mm) W » 36” (914mm)</td>
<td>no</td>
<td>2</td>
</tr>
</tbody>
</table>

*If you are using a table surface thicker than 1/2” (13mm) check for warpage/distortion – you may not need stiffeners.

### Assembly

1. **STEP 1** - See which face of the plywood (A) is least smooth, and consider that the bottom face. On the bottom face, clamp, then screw on the stiffeners (D) about every 18” (457mm). Be sure screw heads and splinters don’t protrude.
2. **STEP 2** - On the top face of the plywood, locate, clamp, and screw on the Border Walls (B, C) around the top perimeter.
   a. The inside wall-to-wall dimensions must measure \( W = 93 \pm 1/8" \) by \( L = 45 \pm 1/8" \) (2362±3mm by 1143±3mm).
   b. The height of B and C must measure between \( H = 2-1/2" \) (64mm) and 3-15/16" (100mm).
   c. All Border Walls must be the same height as each other on all Tables at a tournament. Border heights at a tournament may be different than those on your practice Table.

3. **STEP 3** - Place this table top on short saw horses (or milk crates, or anything else short and solid).

---

**Field Mat Placement**

**STEP 1** - Vacuum the table top. Even the tiniest particle under the Mat can give the Robot trouble. After vacuuming, carefully run your hand over the surface and sand or file down any protruding imperfections you find. Then vacuum again.

**STEP 2** - On the vacuumed surface (never unroll the Mat in an area where it could pick up particles), unroll the Mat so the image is up and its north edge is near the north/double Border Wall (note the location of the double wall in each Table sketch below). Be very careful to not let the Mat kink from bending in two directions at once.

**STEP 3** - The Mat is smaller than the playing surface by design. Slide the Mat gently until it meets up against the South and East Border Walls. When Table size and Mat placement are correct, Home will measure about 45" by 15-1/2" (1143mm by 393mm)

**STEP 4** - With help from others, pull the Mat at opposite ends and massage out any waviness away from the center and re-check the requirement of Step 3. It is expected that some waviness will persist, but that should relax over time.

**STEP 5** - OPTIONAL - To hold the Mat in place, you may use a thin strip of black tape at the west end as needed. Where the tape sticks to the Mat, it may cover the Mat’s black border only.

**STEP 6** - For a competition setup, Dummy Walls are not needed. Secure two Tables north-to-north. The total span of Border between two Tables must measure between 3” (76mm) and 3-1/2” (90mm).
Mission Model Building Instructions

Click on the links below to access the building instructions. Specific bags are paired with specific building instructions. For example, to build “Bag 1”, you would only need to open all bags with the Label 1 on them. (Note: there may be unmarked bags, these contain pieces used in by multiple sets. If you cannot find a piece, look in the unmarked bags.)

The number on the top of the first page show the number of bags needed.

- **Bag 1:** [Click to Download PDF]
- **Bag 2:** [Click to Download PDF]
- **Bag 3:** [Click to Download PDF]
- **Bag 4:** [Click to Download PDF]
- **Bag 5:** [Click to Download PDF]
- **Bag 6:** [Click to Download PDF]
- **Bag 7:** [Click to Download PDF]
- **Bag 8:** [Click to Download PDF]
- **Bag 9:** [Click to Download PDF]
- **Element Overview:** [Click to Download PDF]
- **Model Overview:** [Click to Download PDF]
- **Pre-Pack Overview:** [Click to Download PDF]

Download All Files as .zip archive

*Note: this is a replication of the English versions found on* [firstlegoleague.org](http://firstlegoleague.org).

Overhead View of the Field!
11. Challenge Materials and Resources

Challenge Video

Sorry, the widget is not supported in this export. But you can reach it using the following URL:
https://www.youtube.com/watch?v=lxpXg5J5WdY

Download the Challenge Overview!

Team Booklets and Materials

The Team Meeting Guide and Engineering Notebook are not available digitally. They are shipped to teams once the team has paid the national registration fee.
Team Meeting Guide

This provides instructions for coaches to guide their teams through the 12 modules.

Engineering Notebook

Each student receives a notebook and it helps walk them through each of the 12 modules.

Challenge Resources

Challenge Updates
View the Challenge Updates!

Robot Game Resources

Game Guide
Download the Missions, Rules, and More from the Game Guide!

Robot Game Score Sheet
This is what referees will use to evaluate the table after each match. The score sheet is then entered into computer software that will do the final numerical score calculation.
EV3 / SPIKE Prime Software

LEGO Education (EV3 and SPIKE Prime)
All software resources can be found on the LEGO Education Website by clicking here.

Retail (EV3 Only)
The Retail version of the EV3 software can be found below! Click your operating system to view the appropriate app:

- Chrome OS
- Windows / OS X
- iOS (iPad Only)
- Android Tablets

View All EV3 / NXT Software Resources

Download Now!

the 2020 Score sheet will be made available later in the Fall.
12. MyCVR Onboarding - Signup, Team Info

Central Valley Robotics has developed a region management application called MyCVR to assist with Team, Volunteer, and Event Management for both FIRST LEGO League programs.

MyCVR and the National Registration System (at firstinspires.org)

MyCVR pulls information from the national registration system, and it's important for coaches and teams to understand the relationship between the two systems.

- MyCVR downloads team and roster information once per hour from the national registration system. At this time, MyCVR will update all coach screening information and invite new coaches to manage their MyCVR roster. Only teams that have paid the national registration fee are pulled.
- Team Roster information is limited and coaches will need to input certain information when importing roster details from the national system.
- MyCVR cannot edit any information in the national system. Any changes made in the national system will need to be made directly.
- The Consent and Release form must be downloaded from the Team Contacts page in the national registration system; CVR does not provide it for teams.

Starting a New Season

Each season, MyCVR monitors the list of active teams and performs the following actions:

- Team Payment for Season. If MyCVR detects a team has paid their fees for the season, then MyCVR will create a new team record for the season. It will check all team contacts and for each contact:
  - Returning user: if the email address is already registered in our system, it will add the user to the team roster and add the team to the user’s account. The user will receive an email saying their account was updated.
  - New user: if the email address is not registered in our system, MyCVR will send an invite email with instructions on how to create an account.
- Team Contact Information Update. If MyCVR detects that contact information has changed (new coach, screening update), it will:
  - Screening Update: update the screening status of coaches in MyCVR, which will be reflected on that user’s Action Items and on the Team Information Page.
  - New Contact: perform the same steps as above (new vs returning user) and perform the appropriate actions.

MyCVR Guide: Text guide will be coming later, however you can check out the MyCVR Walkthrough training session on TBD or its recording for a visual guide to MyCVR.
13. Managing Your Team Roster and Uploading Forms

Once your team has been setup in MyCVR, the next step is setting up your team roster.

The Three Methods - Choosing the Right Import Method

All members (coaches, students, etc) can be manually added or imported from a previous season, and some members can be imported from FIRST. The two main contacts will automatically be added to the team roster if they have (or create) a MyCVR account and link the team to their account. If the main contacts do not have an account or do not make an account, they will need to be manually added.

The three methods:

1. Manual management: Any member can be manually added to the roster using the Add Member button in MyCVR. All information is required when adding the member (name, date of birth, years involved, etc). Forms will need to be manually uploaded / associated using the steps in the forms section below.

2. Importing from FIRST: Coaches can be imported from the national registration system when they make an account in MyCVR with a matching email address. Student team members can be imported from the Youth Registration system once their parents complete the paperwork with FIRST. This import process will automatically import the Consent and Release Form, but will require Date of Birth and Years Involved to be entered for each member due to limitations with the FIRST API.

3. Importing from a Previous Season: if the team participated and registered with MyCVR in a previous season, you can import member data to the current season. No additional information is required and MyCVR automatically increments the Years Involved data, however forms will need to be manually uploaded / associated using the steps in the forms section below.

Type of Forms and Who Must Submit Them

All team members must have appropriate forms submitted to FIRST or Central Valley Robotics before they can participate at a FIRST event. There are two main types of forms teams must submit.

Consent and Release Form

The Consent and Release form must be completed by all coaches and participants in FIRST programs each season. This form sometimes comes bundled as part of other forms or processes with FIRST. The paper version can be downloaded from the FIRST Dashboard on the Team Contacts page.

Roles and expectations:

- Coaches will complete this form in a couple of ways:
  - Coaches with Youth Protection Program Screening
    - If the coach has a MyCVR account, MyCVR will automatically mark the form as "complete" in MyCVR when the team is added to the account.
    - If the coach does not have a MyCVR account, the user managing the team will need to manually add the coach to the MyCVR Roster and mark "Check FIRST for Form?". CVR will manually check the form when processing forms.
  - Coaches without Youth Protection Program Screening (IE: one of the extra two coaches CVR allows as part of the roster).
• The user managing the team will need to manually add the coach to the MyCVR Roster and upload the completed paper version of the form.

• Team Members can submit the forms a couple of ways.
  • For members that complete the paperwork through the online Youth Member Registration
    • Coaches can use the "Import from FIRST" button to see which members MyCVR can see in the national system. For eligible members, coaches will be able to import the member into the MyCVR roster, which will automatically import the Consent and Release Form. Due to limitations of the information FIRST provides to CVR, coaches will need to provided Date of Birth and Years Involved for members imported through this process.
    • Coaches can also choose to manually add the member or import the member from the previous season. Next, mark "Check FIRST for Form?" on the upload forms panel. CVR will manually check the form when processing forms.
  • For members that complete the paper version
    • Coaches can also choose to manually add the member or import the member from the previous season. Next, upload the form on the Upload Forms panel.

Note: The Coach Agreement from previous years was removed and changed to be part of MyCVR.

Form Processing Expectations

Forms are processed by staff and volunteers for Central Valley Robotics. As such, processing only occurs when these individuals have time available. It can take up to a few days to process. We will coordinate with our volunteers to ensure forms get processed near the important deadlines (event registration, before events, etc)

MyCVR Guide: Text guide will be coming later, however you can check out the MyCVR Walkthrough training session or its recording for a visual guide to MyCVR.
14. Tournament Registration Policies

Teams must meet a set of criteria before they can register for an event. For 2020, CVR is hosting one Remote Championship.

Once a team has submitted all required forms (as listed on Managing Your Team Roster and Uploading Forms), the team will be eligible to register for an official CVR event. Teams will use MyCVR to register for events on a first come, first serve basis. To ensure that a team gets its desired date, we encourage all teams to get their forms in early and register as soon as registration opens. CVR may reserve some spots at later events for rookie teams or teams that complete national registration late in the season.

The official registration period for the Season will open on the date and time listed on the Season Dates and Deadlines page.

Due to the high load on the web server during registration, it is not possible to show event capacities in real-time. To mitigate this issue, the registration process will require each team to pick their top three choices for a qualifier. This request is then entered in a queue that is processed one at a time. If the first choice for an event is filled by the time the request is processed, then the second choice is used. If the second choice is no longer available, the third choice is used. In the highly unlikely event that all three choices filled, the registration is rejected and the team must resubmit their event registration.

Registration Types: Preference vs Open Registration

- There is no preference based registration option for the 2020-21 season.

Requirements for Event Registration

- Teams must be registered in MyCVR
- Teams must have two screened coaches associated with their team in the FIRST Registration System
- Both screened coaches must be listed in MyCVR
- For all coaches on the roster, they must submit the Coach Agreement
- All Team Members (Coaches, students, mentors, etc) must submit a Consent and Release Form.
- Student participants must be listed on the MyCVR roster with completed paperwork. Teams must have two or more team members to meet the FIRST LEGO League Participation Rules.
  - Rosters can change after registration and will lock once the team participates at an official event.

Payment Instructions and Restrictions

Event registration fees must be paid before attending the event. Events will only be able to accept Check or Money Orders from teams. Cash, Purchaser Orders, Credit Cards, etc. will not be accepted. Teams will receive formal payment instructions on their Registration Receipt from MyCVR. All fees for Events will be due by the dates listed on the Season Dates and Deadlines page. Event Registration Fees are non-refundable once the payment has been processed.

- MyCVR Guide: Text guide will be coming later, however you can check out the MyCVR Walkthrough training session on September 5th, 2019 or its recording for a visual guide to MyCVR.
15. Team Judging Profile

The MyCVR Judging Profile is one of the most important documents for the Judges. A well-written profile helps judges remember a team, and the pictures are key in helping judges remember judging sessions. Judges see up to 12 teams on a given event day, so it is critical that teams make themselves stand out to the judges. Here is what one judge said about the profiles:

"The team profile, especially with a picture, is a very helpful "first look" at the team and a big help in keeping the teams straight when deciding ranking and awards. Some teams didn't write much and we were missing one; as a former coach I can understand thinking it is just one more thing to get done but it should be emphasized how important it is for the judges seeing many teams. It can help reinforce what the judges see during the session."

While optional, judges now expect teams to complete the MyCVR Judging Profile. To access the Judging Profile, click the Judging Profile menu item while logged into MyCVR to access the MyCVR Judging Profile. Teams should complete all sections of the profile and upload the two requested pictures.

The profiles are printed by CVR and packed with the materials for judges. This means teams should not print their own copy of the profile for the judges. The deadline for the Judging Profile is typically three to four days prior to a team’s registered event. Formal deadlines can be found on the Season Dates and Deadlines page and in email blasts from CVR.

MyCVR Guide: Text guide will be coming later, however you can check out the MyCVR Walkthrough training session on September 5th, 2019 or its recording for a visual guide to MyCVR.

Example Profiles

Below are a few example Judging Profiles from our Champions Award winning teams at the 2018 Central California Championship. The content serves only as an example. Some teams only provide content to print on one page, while some fill up the entire two pages.

- Team 7517.pdf
- Team 25243.pdf
- Team 25589.pdf

The 2019 Judging Profile is very different from the examples, but the content in the previous year’s is similar. The new judging profile is available in MyCVR as of the 8.2 update on August 31.
16. Team Coach Badges

⚠️ Coach Badges will not be used for Remote Events.

The Team Coach Badge is given to coaches at Check-in on the day of the tournament. Coaches are expected to wear the badge at all times during the event. This badge helps volunteers identify those individuals supervising teams on the tournament day.

Restrictions and Requirements

There is a maximum of four (4) badges per team, and each badge is customized with a team number and coach name. The following steps must be completed to get a Coach Badge:

- Each individual must be listed on the MyCVR roster as a Coach or Co-Coach, and they must have submitted all required forms and documentation.
- The two Lead Coach / Mentors listed in the National Registration system (and have passed the Youth Protection Program screening process) must be two of the coaches that receive a badge.
- The Coach Badges cannot be tampered with or changed on the event day. Those wearing tampered badges will be asked to leave the coach-only areas.

Badges will be finalized per the dates listed on the Season Dates and Deadlines page and no new coach badges will be printed for teams after this date.

Coach Badges Uses at Events

There are two specific uses for the Coach Badge:

1. **Robot Game Area**: Only adults wearing a Coach Badge will be allowed to queue with the team for each match. All other adults need to stay in the spectators’ area.
2. **Judging Rooms**: Only adults wearing a Coach Badge will be allowed to enter the Judging Sessions. All other adults will need to wait outside.

Coach Badge Recycling

To help Central Valley Robotics save on costs, coaches can choose to donate their Coach Badge back to CVR to use at future events. CVR only needs the plastic sleeve. Coaches are more than welcome to keep the badge (with sleeve) as a souvenir of the event.

An announcement will be made in the Pits or during Closing Ceremonies announcing the location of the donation box for badges.
17. Project Case Studies

*Not sure where to start with the Project? We have collected some examples from teams over the years, and they can be found below.*

<table>
<thead>
<tr>
<th>2017 Project - Team 7517 &quot;The Electric L.E.G.O.S&quot;</th>
<th>2015 Project - Team 10564</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Project - Team 25589 the &quot;Smartadoodles&quot;</td>
<td></td>
</tr>
</tbody>
</table>
18. Planning for the Day - Coaches Checklist and Tips

Naturally, not all of the below items will be needed for a remote event. Please prepare what you need to have the remote judging session flow smoothly.

As the tournament approaches, it is critical that coaches prepare their team for the day. All team members should know in what room their pit is located, how the day is laid out, along with many more details. Here is a checklist list of action items to help you prepare:

**Coaches’ Event Checklist**

**Bring to the tournament:**

- Robot, batteries, accessories and extra parts.
- Printouts of the robot code.
- Collect anything required at check-in. More information is available in Team Check-in of this manual.
- If desired, printed copies of the event schedule, agenda, and team list (available through MyCVR).
- A safe container to carry the robot in – protecting your robot from being jostled around.
- Project Presentation with props/supplies. This includes any video equipment you need. We do not supply equipment for team presentations.
- If you wish to program at the event, bring a laptop computer.
- In the event you need more than one electrical outlet, bring an electrical/power strip.
- Money for concessions and merchandise.
- Students may want to bring a book or homework for downtime.
- Label everything with your team number (masking tape or with a Sharpie). Do not label the LEGO pieces that form your robot.
- All the loose field setup pieces to work with on the practice table. You need to bring all other pieces that are NOT dual locked to the mat. **Mark all your pieces with your Team Number!**
- (Optional) Your Team Flag. See Appendix 4 - Team Flag Rules and Guidelines for more information.

**Before the tournament:**

- Know the location of the event and directions on how to get to the venue.
- Know the general layout of the event. Teams should become familiar with the event map posted at on the Central Valley Robotics website.
- Review the FIRST Core Values, Gracious Professionalism, and Coopertition, available at Getting Started - Participation Rules and Core Values.
- Review all rules for the challenge missions and Project presentation.
- Check the Challenge Updates at Challenge Materials and Resources.
- Make sure all kids have rides to and from the venue.
- Inform parents and guests – give them a copy of the agenda and schedule.
- Invite your friends, teachers and others. All tournaments are open to the public.
Top Ten Tournament Tips

1. *FIRST*® LEGO® League is about what happens all season, not just on event day. Focus on what you’ve learned and how much you have improved since your season started.
2. Make sure you read and understand the Participation Rules: [Getting Started - Participation Rules and Core Values](http://www.cvrobotics.org/).
3. Judges may observe your team at any time during the day.
4. Don’t be nervous. Teams and judges are there to learn from each other and celebrate with you.
5. Make sure your team and supporters demonstrate Core Values – even when things don’t go exactly as you planned. Remember, everyone you encounter is volunteering their time.
6. Make time for fun breaks throughout the day, especially before judging sessions. Have a cheer, a song, or a game ready to stay energized.
7. Get a good night’s sleep the night before the tournament. Be prepared for loud noise and a long day.
8. Go over what you want to say before going into your judging sessions, either out loud to team members or silently to yourself. Practice with the rubrics to see where you might improve.
9. Take the time to go around the pits and meet the other teams. Show your enthusiasm for their projects and robots. Your encouragement can mean a lot to another team.
10. Have fun! You’ve worked hard all season. Be proud of all you have accomplished!
19. Overview of the Event Day

This applies to in-person events, and does not apply to remote events. We will provide more details on Remote Events later in the fall.

A standard tournament day is broken up into a series of parts. They are briefly described here, and some are fully described other sections of the manual. These sections correspond to time blocks listed on the Event’s Agenda.

1. Each Event’s specific agenda can be found on the each event’s page in MyCVR.

Generic Agenda

Check-In

The day always starts with check-in, a period where teams finalize their enrollment at the tournament. This period usually lasts an hour and occurs before the event officially starts. You will turn in any required forms as specified in Team Check-in of this manual. Following Check-in, teams will head to their pit to unload and head to Opening Ceremonies (if applicable).

Opening Ceremonies

All tournaments will hold an Opening Ceremony. This ceremony will formally kickoff the tournament and any last minute changes will be announced during the ceremonies.

Final Coach Meeting

The Final Coach Meeting immediately follows the Opening Ceremonies and is run by the Head Referee and Judge Advisor. The Judge Advisor will cover expectations at the event and any last-minute announcements for teams. The Head Referee will explain the queuing and Robot Game process at the event, as well as announce any new official Robot Game Updates.

The Tournament

Following the Final Coach Meeting, the tournament begins. Teams will follow the official schedule and head to their scheduled events. The tournament is composed of two types of events: Robot Game Matches and the Judging Sessions. Teams will attend three different Judging Sessions and three Robot Game Matches.

Judging Deliberations

Judges start to deliberate before the Robot Performance Rounds finish. However, once the Tournament officially ends (no more Robot Game Matches or Judging Sessions), the judges will finalize which teams they want to recognize. This is usually a waiting time for teams; however, judges may wish to call a team back to ask additional questions.
Closing Ceremonies

This is the awards ceremony for the tournament. Any final remarks from sponsors or other speakers are made and awards are handed out to teams to be recognized for their hard work. Any teams advancing to the next level of competition are also announced here.
20. Team Check-in

The very first item on the team’s tournament agenda is check-in. Teams must finalize their registration for the tournament by turning in any paperwork or payments (for food, etc.). Tournament Registration Fees are due prior to event day) during check-in. Only one Coach needs to be present for Check-in. The list of items due at check-in is below.

Due at Check-in

- Any qualifier specific order forms. Some events may offer a prepaid lunch option or snacks. These forms may be due at check-in
- Other items and forms may be required at check-in. Teams need to check out the Tournament Webpage for their tournament to see if any other items are due at check-in.

Received at Check-in

After successfully turning in the above items, teams will receive the following list of items from check-in.

- Coach Badge(s) (See Team Coach Badges)
- Medals (Championship only)

![Team Schedules: CVR provides multiple formats for teams to obtain schedules and we do not provide printed versions for each team. Here is a non-exhaustive list of options now available for teams:
  - Print preferred versions (all teams, personalized agendas, etc) of the schedules before event day (available on MyCVR).
  - Utilize schedules and agendas digitally on event day (through MyCVR)
  - Take a photo with your cell phone of the hard copies taped to the Pit Admin desk.](image)
21. Team Pits and Practice Tables

The pit is the team’s home base during the tournament. This is where teams can work on their robots, prepare for judging sessions, or just relax. The pits may also have practice tables.

Tournament Officials may need to find your team during the tournament. Therefore, it is best to always be at your assigned pit location whenever your team is not at a scheduled match or judging session. *If space is an issue, leave a note indicating where your team is located.*

The Pit Areas are open to the public. You should always have an individual watch your team belongings when the team is away competing. **FIRST, Clovis Unified School District, Central Valley Robotics, Event Venues, and our Event Partners are NOT responsible for any lost or stolen items.**

### Pit Administration

The main point of contact in the pit is a group of volunteers known as Pit Administration (or Pit Admin for short). This group oversees check-in, pit safety, queuing, practice tables, and answer questions from teams and the public. These volunteers are led by a Pit Administrator.

Pit Admin is the first place to go with questions. The Pit Admin staff can relay questions to the rest of the event staff over radios, and help escalate any questions as needed. Pit Admin also handles all sign-up sheets for the Official Practice Tables.

The Pit and Event Staff have final authority on any safety, practice table, or queuing issues on the event site. Please report any medical incidents (no matter how small) to Pit Admin immediately.

### Layout

Each team will usually be assigned a pit location and a table to use, however some events have teams select a table when they arrive for check-in. This table will be approximately: 3’ by 6’. Our website will include the Pit Map for use by teams to locate their practice tables.

> In some cases, teams will need to share a larger table. (IE: a cafeteria table at an elementary school)

Teams are encouraged to make their pit stand out with decorations, team banners, etc. However, please be respectful of any adjacent tables where other teams may be situated. Please also keep team number and name in view for event staff to find your team, if needed.

Any aisles around team pit locations will need to be kept clear of obstacles. Teams **must** respect all requests from event staff to move obstructing items from aisles. If your team is not at your pit location and an item needs to be moved, event staff may move items for you but they are not liable for any damages to the items.

### Team Flag

While not required, CVR recommends that every team prepares their own team flag to help promote their team on event day. From Judges to Referees to Queuing, all event staff use this flag to identify teams as they travel around the event venue. Teams should carry the flag high so that it is visible from a distance. Full details and rules regarding the team flags can be found in **Appendix 4 - Team Flag Rules and Guidelines.**
Practice Tables

Practice tables are available for teams to test new code and make final tweaks to their robot. Central Valley Robotics will provide one practice table per 12 teams at each event. For example, a 32 team event would have three practice tables.

For this section, a “Game Field” is the mat and models in which the robot competes, and may include a wooden game table as well.

Definition of a Practice Table

The official definition of a practice table at CVR events is as follows: Any game table brought onto the event venue that is not in Robot Design or the Robot Game room is a Practice Table for the day. Furthermore, there are two types of a practice tables.

Official Practice Table

An Official Practice Table is a Game Field that follows the official setup standards as listed below (See Setup of the Tables). It will have a signup sheet with slots in 10-15 minute increments that teams must follow. All tables brought into the pit areas will be considered Official Practice Tables.

Open Practice Table

An Open Practice Table is a Game Field located anywhere outside of the Pits, Robot Game, and Judging areas. These tables may meet or exceed the setup standards listed below (See Setup of the Tables).

Restrictions on Practice Tables

Due to safety and traffic concerns, teams must follow these additional restrictions:

- Teams cannot setup any other Game Fields anywhere in the Pits. (This includes laying a Game Field out on the floor.) This also includes any areas directly outside the Pits.
- Teams will not be allowed to setup practice tables or fields in any part of the event venue that might impede or restrict traffic.

Teams must comply with event staff requests to move or dismantle practice tables.

Sharing the Tables

All Official Practice Tables will include a sign-up sheet. Teams can optionally sign up for Practice Slots before their event using MyCVR. Only a limited number of spots will be available prior to the event. The remaining slots will open after Opening Ceremonies (see Pit Admin).

Open Practice Tables are available for anyone to share, and we expect teams to share the tables (regardless of who owns that table). Remember that Gracious Professionalism is a key attribute of every FIRST LEGO League team. Teams that hoard tables excessively may impact their ability to win awards at tournaments.

Teams that donate their Challenge Kit and/or Table give up rights to claim the table during the event day. The team will be expected to share the table with other teams and follow the same practice table signup rules as all other teams.
discretion of the Event Partner, teams may be able to sign up for some extra practice slots before practice table signups open to all teams.

### Setup of the Tables – Dual Locked Models Only

Official Practice Tables will have **only the field mat and the dual-locked models**. These are the models that use the Velcro-like material to affix to the mat. Any free-floating models will need to be brought by the team to the table.

Practice tables will be setup to the best of CVR’s ability; however, we cannot guarantee that they will perfectly follow the specifications of the Challenge.

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**IMPORTANT**

Each year, some teams are surprised by this rule on event day. Don’t be one of those teams! CVR cannot provide full fields for practice tables since pieces have wandered off in the past. It is not fair for the first event of the season to have full tables and the last event to have partial fields, therefore CVR only provides the secured pieces on the table.

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### Programming

It is common for teams to need to make programming changes between matches. Robots in the Pit cannot interfere with other Robots over wireless communications. As such, the following rules are in effect throughout the entire event venue:

1. **RCX style robots (Yellow Brick) using the infra-red tower** must be set to short distance IR AND should be kept in a robot “garage”. This garage should be a box designed to shield the robot during program downloads. Stray infrared signals can bounce around the room and alter programs on other RCX units.
2. **NXT and EV3 based robots** must be downloaded via a USB connection. **No Bluetooth downloading is permitted anywhere at the event venue.** We recommend that teams disable Bluetooth while at an official competition.
22. Robot Game Queuing and Matches

This page is written for the in-person Robot Game experience at events. We will update this page for the remote event experience later in 2020.

One of the core components of the Challenge is the Robot Game. This is where your team’s robot will compete against the clock to score as many points as possible in the 2 and 1/2 minute match. Each team has at least three tries at the table to get the most points possible. The highest score from the day is the one that counts. The next highest score settles any ties.

The tables are setup in adjacent pairs as seen in the figure at the right. Each team will run head to head against another team during their match. Some tournaments will have more than one pair of tables and may alternate tables for each match. Be sure to check out our website for more information about the number of table pairs at the event.

Robot Game Clarifications and Questions

Teams should email Central Valley Robotics with any Robot Game questions. See Section 1 for contact information.

The Five Parts of Robot Performance

Queuing

Teams should arrive at the dedicated queuing area about 1-2 matches before their scheduled match. (This equates to about 7-10 minutes depending on the event schedule.) Most events will have a dedicated queuing check-in table or volunteer for the Robot Game area. Team must check-in prior to heading to their table queuing line. For events with multiple table pairs, the queuing area may be roped off into separate lines for each table pair. Only Coaches and Team Members will be allowed into the queuing area. Parents and other guests must view from the designated spectator area. Teams will wait in the queuing area until the Referee calls them to the table.

Team Coach Badges must be worn in the queuing area. Only adults wearing the Coach Badge will be allowed in the queuing area.

Approaching the Table

Teams can bring the following into queuing and the Robot Game area:

- One robot in compliance with all the Robot Game Rules
- One or two small boxes to transport your Robot and Equipment, but must be unloaded into Home before the match and not used during the match.

Central Valley Robotics – Official Materials
FIRST LEGO League Challenge Season Standards Manual
Section: Robot Game Queuing and Matches
Page Revision 4 (08/04/2020) – Page 51
http://www.cvrobotics.org/ | contact@cvrobotics.org | (559) 325-4461
Do NOT bring the following:

- Another robot or any other electronics for mission activity, including a computer. Programming must be done in the pits.
- TV tray or large boxes
- Any mission models. You must use the ones provided at the table.

Only two team members may be at the table at any given time, including before and after the match. The rest of the team must stand behind a designated line (about 3-5 feet from the table). Coaches may not approach the table before, during, or after a match unless for matters of safety.

**Before the Match**

The team should get their robot and all materials set up on the table and get ready to go. Teams will have at least one minute to get their robot ready, but may have more time depending on the schedule of the event. Any additional setup actions as required by the Robot Game are also completed during this time, including verification that the robot fits in the Small Inspection Area.

Tables are set up by our Field Reset volunteer at the tournament. While they try to set it up to the best of their ability, they are still human and may make mistakes. **It is crucial that the team verifies the setup of the field. In the event the team feels there is a discrepancy with the field setup, then they must notify the Referee BEFORE the match starts. Teams are not allowed to touch the field outside of Home/Launch, except as described in the rules. Once the match starts, the field cannot be changed even if the setup was wrong.**

The match starts at the end of the countdown sequence. At events run by Central Valley Robotics, the countdown is “3. 2. 1. LEGO!” Per the Challenge rules, the official start of the match is defined as the moment the first syllable of “LEGO” is spoken.

Official mission models must be kept on the table in view of the Referee. This will help prevent your team from accidentally carrying them off with you and make sure the Referee scores them properly.

**During the Match**

The match lasts for 2.5 minutes. During this time, only two team members are allowed at the table, with the rest of the team standing back a few feet from the table (usually designated by a line of tape on the floor). Members at the table are called Technicians in the official rules. Other team members will be allowed at the table in the event of a catastrophic robot failure. Team members at the table may swap out with team members standing back from the table. Members may also hold equipment when not at the table to assist with an upcoming mission.

Teams will run their robot on the field for the duration of the 2.5-minute match. The robot may return as many times as necessary to Home and team members may only interact with the robot in Base. Interacting with the robot or models outside of Home/Launch is not allowed and may subject to penalties as described in the Challenge Rules.

The match ends right when the buzzer sounds and the Referee will score the field based upon the state of the field when the buzzer started sounding. Teams should stop their robot as soon as the buzzer sounds. Any modifications to the field after the buzzer sounds are ignored.

**After the Match**

Once the buzzer sounds, only two team members will remain behind with the referee. The rest of the team (including coaches) must head to the Team Waiting Area to wait for the remaining team members at the table. The team should take as much of their supplies as possible with them (IE: box of materials, etc.). Anything on the table should be left alone until the Referee clears the table for reset. **Please do not to take any Mission Models with you!**
The team should not touch the robot or the field unless instructed by the Referee, except for stopping the robot as indicated in rules. Once the Referee finishes scoring the table, he/she will go over the score sheet with the team. Once the team members initial the score sheet, the score is considered final and the referee will clear the field for reset. The team members at the table will collect their remaining robot materials and rejoin their team.

**Viewing the Score Sheet and Rankings**

MyCVR is the primary score system for our events. Teams can view their match score sheet as soon as the scorekeeper enters it into the system. This will now allow teams to see how they did in each match within minutes of the end of a match, instead of days later. Additionally, overall rankings are displayed in screens at the event, as well as online on the public event page on MyCVR.

**The Head Referee**

Teams with any comments or questions regarding their match should consult with the Head Referee. Only student team members may talk with the Head Referee. The Head Referee's job is to ensure consistency and fairness throughout the competition. Any decisions made by the Head Referee are considered final.

**Requesting a Score Verification**

As mentioned above, the score sheet is considered final once the team members sign the score sheet. In the Appendix 1 - Core Values Concerns and the Disqualification Investigative Process section, we outline the situations where contesting a score (after leaving the table) can be considered a Core Values Concern. However, there are situations where the score sheet does not get properly entered into the scoring computer. If a team feels that their score sheet was not entered properly, a student team member can approach the Head Referee and request that the score be verified. (Team members, coaches, and parents cannot approach the Scorekeeper) The Head Referee will then decide if a score verification is necessary. All score sheet verifications will occur at the discretion of the Head Referee.

**Resources and Score Sheet**

The Robot Game documents and other resources can be downloaded from Challenge Materials and Resources.
23. Judging Sessions and the Global Innovation Award

There are four judging components to the FIRST LEGO League Challenge: Core Values, Project, Robot Design, and Robot Game. Each component is weighted equally (one-fourth each) when judges consider teams for the Champions Award. Each team will have an assigned time slot in which to report to their assigned judging block (as designated on the team schedules). Please arrive 5-10 minutes before your scheduled time to be fully prepared for the remote judging session.

There is one 30 minute judging session that will cover the Innovation Project, Core Values, and Robot Design Judging sections. In the PDF below you can see the new workflow defined for the judging session.

This means you will need to have all your judging materials ready for the one session as your team will not be taking breaks between topics.

Please remember that judges will consider input from other event volunteers who interact with teams. It is important that team members, parents, and coaches all should be demonstrating the Core Values throughout the event day.

Teams are expected to complete the Team Judging Profile online through MyCVR. Judges will use this information to assist in deliberations.
Overview and Expectations of the Session

Innovation Project

Teams will present their research, solution, and how they shared with the community to the Project judges at the session. More information about the project is available on http://firstlegoleague.org/.

Each team will be allotted 5 minutes to present their research project. The timer starts two minutes into the judging session. There will be a 5-minute Q&A session following the team’s presentation, for a total of 10 minutes spent on the Innovation Project. Please do everything you can to make your presentation portable, mobile, and easy to setup and take down, as the time constraints in the judging rooms are very tight. Make sure anything your team wants the judges to know is in the Project Presentation.

For the Project judging session, Coaches may assist with setup of bulky or large objects prior to sitting in their required chairs. Once the judges have dismissed the team, Coaches may assist with cleanup of bulky or large objects. (Note: this is not a full exemption from any Coach Involvement concerns. Excessive setup assistance may result in investigative action from event officials.)

There are three key components to the Project. To be eligible for Project Awards, Advancement, or Champions Awards, teams must demonstrate the following three components:

1. Research and Identify a problem
2. Create an innovative solution to the problem
3. Share your research and solution outside of the team. Teams must share before the event day.

Robot Design

The Robot Design judging session evaluates the team’s Robot characteristics and performance. Each team must bring their robot(s), any and all manipulators, and a printed copy of code to this session. If a team has multiple robots, all robots must be present during the session. To assist the judges in deliberations, also upload a picture of your robot to the Team Judging Profile on MyCVR.

After the Innovation Project portion of the Judging session the team will have 5 minutes to explain their Robot Design. Then, there will be a five minute Q&A session with the team asking how the robot was built, where the design originated, what are the unique characteristics of the robot, etc. This will allow the judges to make sure they have gotten all the answers they needed from the team.

Core Values

The Core Values portion evaluates the unity and teamwork skills of each team.

The judges will reflect with each team for three minutes. They will ask the team about their season and their experiences working as a team. They also will look at how effective a team is at getting other teams and individuals excited about science and technology while gaining awareness and understanding about the world and themselves. Also, judges will look at how the team applies the Core Values throughout the whole season. Finally, the judges will evaluate the team’s understanding of Gracious Professionalism™ and the Core Values.
Core Values Poster

The Challenge Guide details a tool called the Core Values Poster for the Core Values Judging Session. Central Valley Robotics does not use the Core Values Poster, and we recommend teams do not prepare a poster for judging sessions in our area.

Global Innovation Award

⚠️ The following Global Innovation Award information applies to last season only. Please check back later in the current season for more details about the Global Innovation Award.

The FIRST LEGO League Global Innovation Award presented by XPRIZE is designed to encourage and assist teams to further develop their innovative solutions to real-world problems. For many teams, their innovative solutions created through the Project have led to some amazing opportunities, like receiving national media attention, meeting government leaders, and seeing their invention go to market. Some team inventions have changed lives. Central Valley Robotics has implemented a regional variation to the Global Innovation Award process. This process includes a nomination at the qualifying level and a separate judging process at the Championship. This allows all teams in the region to compete for the Global Innovation Award Regional Nomination and compete for chance to win the Global Innovation Award.

Judging at the Qualifier Level

Project Judges at each qualifying event in Central California will select one team to be the Global Innovation Award Regional Nominee for Central California based on a team’s Research Project for this year’s Challenge. These decisions will be based on the criteria in the Innovative Solution section on the Project Judging Rubric as well as the criteria for the Global Innovation Award.

Rubrics and Resources
24. Awards and Advancement

In FIRST LEGO League, we recognize teams with highest achievement with trophies during closing ceremonies. FIRST LEGO League Judges at each tournament will deliberate almost all of the Core Awards. Common exceptions are the Robot Performance Award and Volunteer Award.

Core Values and Deliberations

As stated in the Coach Agreement, all team members, coaches, and parents are expected to uphold the Core Values at all times on event day. Additionally, FIRST LEGO League is built on the fundamental idea that the kids do all the work. Should the need arise at events, FIRST has defined a specific workflow when dealing with Core Values Concerns. For more information about how CVR handles Core Values Concerns, please see the process outlined in Appendix 1.

Awards at FIRST LEGO League events are determined through a deliberative process that is based around group discussions with every judge at an event. To learn more, please see the process outlined in Appendix 2.

Award Structure

- FIRST LEGO League Standards require that approximately 30% of teams receive an award at an event. Therefore, CVR reserves the right to alter the number of trophies given out at an event depending on the number of teams that check-in at an event.

  Here is a legend for the list below:
  
  * = 36 team capacity events or greater
  ** = 48 team capacity events

Core Awards

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Description</th>
<th>Places Given</th>
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</table>
| Champion’s Award            | This award celebrates a team that embodies the FIRST LEGO League Challenge experience, by fully embracing our Core Values while achieving excellence and innovation in Robot Performance, Robot Design and the Innovation Project. | • 1st Place  
• 2nd Place  
• 3rd Place**                                    |
| Robot Performance Award     | This award celebrates a team that scores the most points during the Robot Game. Teams have a chance to compete in at least three 2.5-minute matches and their highest score counts.                                             | • 1st Place  
• 1-3 Finalists                                                   |
| Robot Design Award          | This team uses outstanding programming principles and solid engineering practices to develop a robot that is mechanically sound, durable, efficient and highly capable of performing challenge missions.                              | • 1st Place  
• 1-3 Finalists                                                   |
Other Awards

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Description</th>
<th>Trophies Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judges Award</td>
<td>During the course of competition, the judges may encounter teams whose unique efforts, performance or dynamics merit recognition. Some teams have a story that sets them apart in a noteworthy way. Sometimes a team is so close to winning an award that the judges choose to give special recognition to the team. Judges Awards allow the freedom to recognize remarkable teams that stand out for reasons other than the Core Award categories.</td>
<td>1 at 24 or 48 team events</td>
</tr>
<tr>
<td>Volunteer Award</td>
<td>The FIRST programs would not exist without its volunteers. This award honors an extraordinary volunteer whose dedication to the FIRST LEGO League Program has improved the experiences of team members and other volunteers at this event.</td>
<td>1</td>
</tr>
</tbody>
</table>

⚠️ Due to COVID-19 this season there will be no advancement, just a single event.

Advancement Policy

The official advancement policy for the FIRST LEGO League program can be found here. The following is description of how Central Valley Robotics implements the policy in our area.

Overview of Advancement Rules

FIRST specifies policies that govern how teams advance between levels of FIRST LEGO League events:

- **Percentages**: FIRST encourages all regions to target a 30% advancement percentage, with a recommended minimum of 10% and a maximum of 50% advancement.
- **Eligibility Requirements**: Teams are eligible for advancement if they meet the following criteria as required by the FIRST LEGO League Global Standards and Challenge document. Teams must:
  - Have between 2 and 10 members
• Complete all required sections of the Project
• Have no disqualifying (Red-level) Core Values behaviors
• Be competing at their first official FIRST LEGO League event of each qualifying level during the season
• Perform well in all three judged areas (Core Values, Project, and Robot Design) and Robot Game

Central Valley Robotics Advancement Process

Central Valley Robotics hosts a 36 team FIRST LEGO League Championship. Our method for determining and distributing the advancement rate is detailed below:

• Determine the initial advancement percentage by dividing 36 by the total number of teams registered for events.
• For each qualifier event, multiply the advancement rate by the number of teams to determine the number of teams advancing. This is then posted on our website for teams to view.

The morning of every qualifier, CVR performs the following:

• Once all teams have checked-in or have confirmed that they are not participating, CVR will perform a final calculation of advancement information (using the process above).
• CVR will then inform the Judge Advisor of the final advancement number prior to the Final Coach Meeting the morning of the event.
• The Judge Advisor will announce the total number of teams advancing during the Final Coaches Meeting.
• Once the Judge Advisor makes the announcement, the number of teams advancing will not change during the course of the day.

⚠️ In the event of extreme extenuating circumstances during the event day (IE: high disqualification rate), Central Valley Robotics will work with the Qualifier Judge Advisor to ensure that the event advances teams to Championship that meet the requirements of FIRST. This could result in less teams advancing than previously announced. If an event cannot provide enough teams to fill all of its advancement slots, Central Valley Robotics will choose teams from wait-lists at other qualifiers to fulfill the remaining slots at Championship.
25. After the Event - Results and Feedback

Once the event is complete, it is time to relax and celebrate!

Review Results

CVR will post all award winners and final Robot Game rankings to our website as an official record of the results for each event.

The judging rubrics are usually available online within a week following the conclusion of the tournament. See your MyCVR account for more information.

Advancing to the Next Level

Teams that qualify for the next level of competition should keep meeting and prepare for the next level of competition. Coaches will be notified during Closing Ceremonies regarding how to register for their next tournament. Instructions can also be found on the back of the Advancing to Championship Certificate received during Closing Ceremonies.

Feedback to Central Valley Robotics

Central Valley Robotics values input from teams to help make the next season even better. Be sure to complete the surveys sent out to all teams, including both the event specific surveys as well as the overall season survey. The survey links will be available through MyCVR and emailed out to all primary contacts for every team.

What can CVR release for each event?

FIRST limits the information that CVR can release to teams. CVR is not allowed to release any information regarding judging deliberations or overall team rankings. All Official Events must adhere to this policy. Please contact FIRST for questions on this policy.
26. Appendix 1 - Core Values Concerns and the Disqualification Investigative Process

As mentioned in Awards and Advancement, teams are expected to uphold the Core Values during the entire season, especially at a tournament. This section details the types of issues and the consequences, as well as the investigative process used by Central Valley Robotics when issues arise at a tournament.

Types of Core Values Concerns and their Consequences

The list below is broken into two categories: Orange and Red level behaviors.

Orange Level Concerns

These behaviors are considered minor violations of the Core Values and when observed, are delivered to the Judge Advisor for the event for further investigation. For valid and proven claims, Judges will use records of orange level behaviors when deciding between teams for awards.

Examples of Orange Level Concerns

• Team or Adult Behaviors
  • Hostile or aggressive behavior
  • Disrespect toward others
  • Poor sportsmanship
  • Bullying
  • Inappropriate language or topics of conversation
  • Adult Intervention
    • Adult handling of the robot, computer, or other materials
    • Adult using a computer. (Further investigation required to determine if the coach was programming a robot.)
    • Team members cannot answer questions or demonstrate understanding of their work. (Unclear situations or Judges’ intuitions remain Orange without additional evidence.)
    • Adult speaking in judging sessions. (Occasionally there is an obvious and appropriate reason).
    • Adult attempting to appeal Robot Game scores

Red Level Concerns

These behaviors are considered major violations of the Core Values and when they are observed they are immediately reported the Judge Advisor for further investigation. The Judge Advisor will contact Central Valley Robotics as part of the investigation. For valid and proven reports, the Director of Central Valley Robotics will authorize the offending teams to be disqualified from the event (including all awards) and all Robot Game scores may be zeroed at the discretion of the Head Referee and/or Director of Central Valley Robotics.

These situations are very rare in this program. This policy exists in the event an unfortunate situation does occur. Central Valley Robotics staff will be involved in all reports of Red Level Concerns.
Examples of Red Level Concerns

- Team or Adult Behaviors
  - Criminal behavior (stealing, vandalism, physical fights, etc.)
  - Clear evidence of serious bullying or abusive behavior
  - Clear evidence an adult did the work for the team
  - Adult intervention does not stop after a direct warning
  - Clear evidence of cheating or intentionally negatively impacting another team’s experience

The Disqualification Process

In rare circumstances, behaviors or choices by a team or its members may lead to a partial or full disqualification. Central Valley Robotics does not take this process lightly and has defined a process that is used to help ensure fairness and transparency. Central Valley Robotics trains our event staff to do their best to try to investigate all reports to help ensure fairness for all teams.

Types of Disqualifications

There are two main types of disqualifications: Core Values (discussed above) and Challenge Rules. A challenge rules violation occurs when the required aspects of the challenge are not met. Some examples are:

- Robot Materials Rule violation: too many motors or other limited items.
- Project Incomplete: failure to demonstrate all three aspects of the project (Problem, Solution, and Sharing with the community) during the Project judging session. Note: teams need to share with the community prior to sharing with the judges at an event.
- Project Off-topic: a team’s project does not properly address the challenge topic.

The Investigative Process

Central Valley Robotics treats all reports the same and attempts to investigate all reports received. The Program operates on the benefit of the doubt and Central Valley Robotics attempts to avoid making assumptions or conclusions that are detrimental to a team unless we have clear and accurate proof. If the Head Referee or Judge Advisor receives a report from a Team Member or Event Staff, they will proceed to investigate the claim to the best of their ability.

For example, in the event we receive a report of a “coach programming the robot”, we must first investigate to ensure that the coach was actually programming on the computer or was just simply checking their email. We must attempt to answer the following questions: to what extent did the coach use the software? Were they showing a student where to find a block, or were they adding the block themselves? Here are some other situations:
• If we see a coach handling the robot: is the coach overstepping their bounds or were they asked by the kids to investigate a problem they themselves could not solve?
• If a project judge reports that a team did not meet the project requirements: did they attempt to touch all the required parts (identify problem, find solution, and share)? Central Valley Robotics must be able to say with certainty that the team did not meet a requirement prior to the event day. (Note: judges cannot truly count anything the team pledges to do in the future. All three components should be completed prior to the event day)
• If a project judge reports that a team is off-topic: Is there no way that we can make their project fit the topic? Did some part of the presentation get misinterpreted?

The Judge Advisor or Head Referee will proceed to interview staff members or judges to ensure that they have an accurate picture of the event that occurred and make the fairest call possible. Some examples:

• In the event that a team used illegal parts during a match on the official playing fields, the Head Referee will decide if the team should have the match and any previous matches zeroed, as well as determine what will happen regarding future matches. Regardless of the Head Referee’s decision, the incident will be reported to the judges during deliberations and therefore may affect award consideration or advancement.
• In the event of a coach handling/programming the robot, the Judge Advisor will determine if the violation falls under either Orange or Red Level and take appropriate actions to notify the judges during deliberations.

The Incident Report

Central Valley Robotics has an incident report that will be used to record a Core Values or Challenge Rules incident at official Central Valley Robotics events. The Event Staff will make every attempt to deliver this report to the team prior to closing ceremonies and deliver a copy to Central Valley Robotics for official records. The Incident Report represents the final decision on the investigation and cannot be appealed onsite. Following the event, teams may contact Central Valley Robotics for further discussion on the contents of the Incident Report. A copy of the Incident Report can be found here: Team Incident Report Public.pdf
27. Appendix 2 - The Deliberations Process

The FIRST LEGO League Judging Deliberations process is used by the Judges at events to determine the appropriate award recipients. The process starts with Judging Sessions and ends with a series of votes to determine the award winners. The following is an overview of the entire process.

⚠ CVR's documentation for the new deliberations process is not yet ready for the 2020-21 season. Please check back later in 2020.
28. Appendix 3 - Youth Protection Program Resources

Learn more about the FIRST Youth Protection Program and the videos and resources for teams! Check out all the videos and files below.

Can't play the above video? Watch on YouTube or Download (.zip)

Download the Program Guide!

FIRST Code of Conduct

The FIRST mission is to inspire a generation of science and technology leaders who are both gracious and professional. This FIRST Code of Conduct lists some of the basic behaviors mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in FIRST activities.

- Exhibit Gracious Professionalism® at all times. Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions.
- Ensure the safety of all participants in FIRST activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all FIRST Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local FIRST leadership.

Persons who do not comply with this Code of Conduct may be barred from participating in FIRST activities.

Activities and Videos

Adults (Coaches / Mentors)

The following video provides some guidance to adults working with youth in FIRST programs.

Sorry, the widget is not supported in this export. But you can reach it using the following URL:

http://youtube.com/watch?v=Llm2mMV8WHs
Activities for Students Ages 6-10
For our youngest participants, FIRST has created the following activities for teaching them about Team Safety.

- Activity - Buddy System
- Activity - Surprises Vs. Secrets
- Activity - Traffic Light

Video for Students Ages 11-14 (Middle School)

Video for Students Ages 14-18 (High School)

Forms and Files
Be sure to follow the form policies for your organizations, and use these forms as needed. The Incident Report forms should be used as provided to report issues to FIRST.

- New Coach / Mentor Application: This form allows Lead Coaches for a team to request information from adults wanting to join the team to help.
- Tracking Status of Coaches: This form allows the lead coach to keep track of the screening status for their adults on their team.
- Team Travel Consent Form: This form should be used if the organization or school does not have one available, and is used to request parent consent for team travel.
Frequently Asked Questions

1. Do I need to be screened? How do I get screened?

FIRST's Youth Protection Program requires all FIRST teams to have two screened Lead Coaches/Mentors for the entire season and all volunteers screened for official events. Background screening is integrated into all program Registration Systems and the Volunteer Information Management System (VIMS). Please see the screenshots available on the Youth Protection Program site for additional guidance on the screening process.

No screening is required for Team Purchasers. Purchasers may register and pay for teams during the registration period. Purchasers are also able to invite one or both Lead Coaches/Mentors.

If the Purchaser is, in addition, also one of the Lead Coaches/Mentors they may invite the second Lead Coach/Mentor.

2. Do I need to be screened every year?

Screening is valid for three years. However, if you were previously screened in the past two years, you will need to log into your FIRST Account or VIMS account and agree to this season's Terms and Conditions, Consent and Release Form and the Youth Protection Program Policies. Once these three items have been checked, your screening status will be updated and displayed in your account.

3. Do Non-Lead Coaches/Mentors on my team need to be screened?

FIRST recommends if an individual participates in 30% or more of the team’s activities, he/she is regularly involved with the team. It is a matter of the Lead Coaches'/Mentors’ judgment whether these individuals need to complete a background screening. Additional Non-Lead Coaches/Mentors may be invited by the Lead Coaches/Mentors in the registration system as a team contact and may request that individual complete the screening process from their FIRST account.

Background screening is integrated into each program’s national registration system. Please see the screenshots available here for more information.

4. How long will it take to get the Screening Report back? How will I know when it is complete?

Most background check reports will be available within 8-16 business hours. Screenings that require additional work or clarification will be available within 24-36 business hours. Occasionally a report may take longer due to response time from individual courts. You will receive an email when you have successfully placed your background check order and another when the report is complete. The email will contain a link to the screening agency to enable you to view a copy of your report.

5. Who sees my Background Screening Report?

Only the Youth Protection Department staff and you see a copy of your Screening Report. The Youth Protection Department will not share that report or any of its contents with anyone unless required by a court of law.

6. The Disclosure to Obtain Consumer Reports for Volunteer Assignment Purposes includes credit reports why is it necessary to share financial information?


7. The Code of Conduct states that “individuals who fail to adhere to the YPP Code of Conduct may be expelled. How is “adherence” measured, and what is the procedure for enforcement?
We ask adults working with teams to monitor each other as well as the team members. To recognized that abuse does not happen suddenly, but can be the end result of multiple behaviors leading up to the causing of harm. If an adult sees/hears another adult inviting a student to go out to his/her car to see something really cool… that observing adult should tell the offending adult that what they are suggesting is against the team rules and explain that crossing behavioral boundaries will not be tolerated. If the behavior stops and limits are respected, there is no problem. If the offending adult re-offends then the non-offending adult/s on the team need be prepared to tell that person that their services will no longer be needed on the team.

8. I want to volunteer for an event. Do I need to be screened?

Per FIRST’s Youth Protection Program Event Volunteers, who are 18 years of age or older, are required to obtain Youth Protection Clearance. For the purposes of this requirement, “Event Volunteers” are defined as the individuals who are assigned specific roles by the event’s Volunteer Coordinator and will be interacting routinely with youth participants. These roles are listed on the FIRST website and vary from program to program. Examples of these roles are: Judges, Referees, Robot Inspectors, Pit Coordinators, etc. Any volunteer who does not receive Youth Protection Clearance will be considered a walk-on volunteer (see information below). Background screening is integrated into Volunteer Information and Matching System (VIMS). Additional instructions on VIMS registration and the Volunteer screening process can be found on the VIMS Login page.

9. How are walk-on volunteers handled?

Walk on volunteers will be assigned to work with a screened volunteer and not assigned to work alone with students.

10. Do vendors or performers need to be screened in order to attend events?

No. FIRST does not require that they be screened. However, some event venues may require screening for everyone.

11. Is there an outline by program of level of emergency and security personnel required?

Emergency service should be what the venue requires and what, event managers deem as adequate. This will vary from event to event, by program and distance to local hospitals, fire departments, etc. Security personnel are not required by FIRST, but are recommended. However, some venues may require them.
29. Appendix 4 - Team Flag Rules and Guidelines

Team flags are a fun and exciting way to show off your team on the event day. This section details the rules and guidelines for Team Flags to ensure they are safe to use.

General Rules

Team Flags should be no more than 8 feet in height and light enough so that one team member can carry the flag without burden for up to 200 feet. **Flags must not contain:**

- any sharp points or edges that could injure someone if the flag is mishandled
- any wireless technology that would interfere with event technology or LEGO robots
- any excessive lighting or objects that could pose a distraction to other teams in the robot game area

Required Text on Flags

The following items should be visible on the flag:

- Team Number: This is your official team number from FIRST. It is important that this number be large enough so that event officials can see the Team Flags up to 25 feet away.
- Team Name

Safety of Flags

Safety is paramount at our events. As stated earlier, flags cannot be dangerous to anyone on the event site. If a flag is deemed to have dangerous elements, event officials will ask that the flag have the dangerous elements removed or event officials will try to place the flag in a stationary position to safely have it on display. If no safe display location can be found, event officials will ask that the flag be removed from the venue.

Recommended Guidelines

We encourage teams to decorate their team flag with whatever they wish to make it standout. You could paint the flag your team’s colors, add your school’s mascot, or add streamers and colored tape to make it bright and stand out.

Here are some recommended materials:

- Pole: Wooden dowel or PVC tubing
- Flag Material: Cardstock or Poster-board

Simple and Easy Team Flag

Want a very simple and cheap team flag? You can make one for under $15 using common office materials and a run to the hardware store. The components you will need:

- Sheet Protector (heavy duty recommended)
- Letter size sheet of paper (cardstock recommended)
• Tape (packing tape recommended)
• Wooden Dowel (48” recommended)

To assemble the flag, simply attach the sheet protector with the open side up, and the hole punch side against the dowel. Using the tape, attach the sheet protector to the dowel. Then design the team flag on the letter size piece of paper. (Don’t forget to design both sides!) Once the design is complete, then insert the sheet of paper through the top of the sheet protector. For optional security, tape the top of the sheet protector closed to prevent the sheet of paper from falling out.
30. Appendix 5 - Season Changes Overview

This section covers the major changes to the FIRST LEGO League program for each season. Be sure to check out the publish dates and individual change lists for full details.

2020 REPLAY Season

- 2020-08-04
  - Introduce COVID-19 Foreword with details on changes coming to this season
  - We have updated all pages to reflect important changes coming with Remote Events.
  - Some pages remain due to limitations of the this wiki and our need to preserve edit history.
  - Global Challenge Release - Program Change Announcements (key items, but non-exhaustive list):
    - New combined judging session model for all events.
    - New Rubrics for the three judged areas
    - New Deliberations Process for judging
  - Changed some robot game rules to support new LEGO platforms, we no longer specify programming methods for the various platforms. Robots must still be autonomous in the Arena and laptops are not allowed in the arena.
  - Challenge Details have been posted to Challenge Materials and Resources
  - Building Instructions have been added to Building the Table and Mission Models

- 2020-06-12
  - Initial 2020 Launch
  - Updated Branding
  - Archived 2019 Season Information

Previous Season Changes can be found on Archived Season Changes Overview
31. Appendix 6 - Email Blast Archive

Below is a list of all email blasts for this season in reverse chronological order. This list is dynamically loaded from our email blast provider and is up to date as of when this page was loaded.

PDF Note: This list does not appear in the print version. You will need to access this page in the online version to see the email blast archive.